

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 51-2016	POSITION TITLE: Talent Acquisition, EEO and Training Officer
POSITION GRADE & SERIES: MS-301-14 PROMOTION POTENTIAL: None	SALARY RANGE: \$108,084 – \$128,400 *Salary in this range is based on a multitude of factors including applicable rules, regulations, and guidelines.
OPENING DATE: September 29, 2016	CLOSING DATE: October 20, 2016
DURATION OF APPOINTMENT: Management Supervisory Service At-Will	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Personnel, Labor and Employment Division 441 4 th Street NW Washington, DC 20001	NO. OF VACANCIES: One (1)

This position is outside the collective bargaining unit.

The Office of the Attorney General (OAG) seeks a highly motivated individual to lead its talent acquisition, equal employment opportunity (EEO), and professional development programs. The successful candidate will develop strategies to attract and retain valuable applicants, oversee the process for investigating and resolving complaints of all forms of discrimination, and plan training programs for all OAG employees.

MAJOR DUTIES:

Talent Acquisition

- Leads the recruitment process for all job vacancies and works closely with OAG's division heads to understand their staffing needs, draft vacancy announcements, and identify exceptional candidates.
- Uses a variety of methods to attract high-caliber candidates, including targeted job postings, developing advertising regarding the office, and OAG participation at job fairs and community networking events.

- Directly supervises OAG's Intern Coordinator and oversees OAG's year-round college and law school internship program. Assists in the administration of OAG's prestigious Ruff Fellowship program for recent law school graduates.

Professional Development

- Will lead process to develop a comprehensive strategy for substantive new hire trainings to match best-in-class standards for law offices.
- Oversees and provides thought leadership on OAG's professional development program. Develops other trainings training programs for OAG attorneys, paralegals, and support staff as needed.
- Directly supervises OAG's Training Coordinator.

Equal Employment Opportunity

- Serves as OAG's EEO Officer, overseeing the office's formal and informal processes for investigating and resolving complaints of all forms of discrimination.
- Assesses the effectiveness of the EEO program. Reviews relevant laws and court decisions, and evaluates their effect on agency EEO policies.

QUALIFICATIONS: A JD degree is preferred but not required. Requirements are a bachelor's degree from an accredited four-year college or university in a relevant field plus a minimum of five years of work-related experience. The applicant may substitute equivalent education and/or experience to exhibit the ability to perform satisfactorily in the position. Applicants must demonstrate the following:

Factor 1: Knowledge of how to manage talent acquisition, EEO, and professional training programs. Experience with recruitment in a legal services organization is preferred, but not required.

Factor 2: The ability to ensure the application of Equal Employment Opportunity requirements.

Factor 3: Basic knowledge of a wide range of relevant laws, such as Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the District of Columbia and Federal Family and Medical Leave Acts, the District of Columbia Human Rights Act, the Age Discrimination in Employment Act, the Uniformed Services Employment and Reemployment Rights Act, and the District of Columbia Comprehensive Merit Personnel Act.

Factor 4: Skill in project management, problem solving, and negotiation.

Factor 5: Excellent oral and written communication skills.

OTHER INFORMATION: A background investigation will be conducted.

This is a Management Supervisory Service (MSS) At-Will position. At-Will employment applies to the Management Supervisory Service (MSS). All positions and appointments in the MSS serve at the pleasure of the appointing authority.

HOW TO APPLY: Candidates should e-mail one PDF file to Mrs. L. Dodson, HR Specialist at (202-724-6623) by 11:59 p.m. of the closing date indicated above. The file should include a cover letter (must include the announcement number), resume, DC-2000 Employment application, list of three references, and writing sample.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 *et. seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF
THE OFFICE OF THE ATTORNEY GENERAL**